

COMPUTER USE POLICY

Computer workstation use is a privilege and should be treated as such by all users. Library staff has the right to determine the appropriateness of workstation use and can at any time require a patron to leave the workstation. Prohibited uses will result in loss of privileges. In accordance with the library's general policy, appeals of such loss should be addressed in writing to the library director. Perpetrators of malicious damage to the system will be prosecuted to the full extent of the law.

The Library strives to keep computers working and available for use; however Library computers may be unavailable to the public due to maintenance, upgrade, training or other reasons. The computers automatically shut down thirty (30) minutes prior to the Library closing and Library staff cannot extend a patron's time beyond that deadline. All work must be saved prior to this time.

The Library cannot guarantee the privacy or security of information transmitted via Library computers. All patrons are urged to be very cautious in using the Library's internet connection to transmit important personal information such as social security numbers, credit card numbers, bank account numbers, etc. The Library assumes no responsibility for any financial or other losses which may result from the use of Library computers.

- ❖ A patron must have his/her own Longview Public Library Card to use the public computers.
 - If the patron is eligible for a Library card, he/she must get a Library Card.
 - Computer Use Only Library Cards are available only to those who do not qualify for a full-service Longview Public Library Card.
 - Parents/guardians/grandparents must get a Computer Use Card for a child under 18 years of age.
 - A current picture ID is required to get a Computer Use Card.
 - Using someone else's Library or Computer Use Card is prohibited. Doing so will result in the card holder losing his/her computer privileges.
 - Minors may not use a parent/guardian or other adult's Library card to log onto a computer.
 - **If a Library card is lost or stolen, please report it to the Library staff at once so they can stop anyone else from using your card.**
 - A patron must be in good standing and not exceed the fine/charge limit of \$20.00 in order to use a PC. If the limit is exceeded, the patron must pay the fines and charges and have his/her library record restored to good standing before he/she is allowed to use a PC.
- ❖ Patrons may not make any attempt to gain unauthorized access to restricted files or networks, or to damage or modify computer equipment or software.
- ❖ Patrons may not download anything to the computer hard drives or change settings on the computers. This includes changing the wallpaper on the public computers. Such action could result in the loss of computer privileges.
- ❖ Any attempt to tamper with any piece of equipment or remove it from the Library will be considered theft and will be reported to the police. This includes physically plugging portable computers directly into the Library network. Such action could result in the loss of computer privileges.

- ❖ Patrons may use available electric outlets for personal computer use. **Phone lines or network connections are not available for personal use.**
- ❖ The Adult Computers (including the Gates Computer Lab) may be used by patrons age 18 or over.
 - Anyone under the age of 18 who wishes to use the adult computers, must be accompanied by an adult age 18 or over, who stays with them at the computer at all times.
- ❖ The designated Teen Computer may be used by patrons age 13-17 only. Teens must check-in at the Youth Desk to verify their age before using the Teen Computer.
- ❖ Preference for using the iMac Learning Lab will be given to patrons who are currently enrolled in high school, trade school, college, university or other institute of higher learning.
- ❖ The Youth Computers (located in the Children's dept.) may be used by patrons under the age of 18.
 - Children under the age of 10 must have direct parental supervision while using the computer.
 - Anyone age 18 or over whom wishes to use the Youth Computers must be accompanied by a child under the age of 10 and must supervise that child at all times.
 - If Library staff has to talk to the adult about the child's behavior more than once, the adult's computer session will be immediately terminated.
- ❖ Two users may share a workstation in the Youth Department as long as their behavior and conversation does not disturb other users or Library staff.
- ❖ Patrons are expected to respect the privacy of others using the computers. This includes not representing oneself as another user and **not "hovering" behind or bothering other computer users while waiting for a computer.**
- ❖ Each patron is limited to two (2) hours of computer use per calendar day.
 - A patron may be allowed additional time for patrons doing resumes, filling out applications, doing schoolwork, taking tests online, etc.
 - Patrons should request an extension from staff **BEFORE** their two hour session is over.
- ❖ Headphones must be used at all times when listening to audio on the computer.
- ❖ Excessive noise, including cell phone use, will terminate your session.
- ❖ Patrons must have basic computer skills. Library staff will assist patrons with basic Internet search skills. Library staff cannot provide in-depth training concerning Internet or personal computer use. Staff may, however, be able to offer searching suggestions and answer questions. Patrons are encouraged to participate in free computer classes offered on a regular basis in the computer lab.
- ❖ Library staff may not be able to offer assistance with patron-owned computers or other Internet access devices, other than providing a fact sheet for accessing the Library's WiFi.
- ❖ Library staff is not responsible for computer equipment failure, software malfunctions, or lost data. Sometimes the network connection may fail or computers may "freeze." The Library is not responsible for any losses due to computer operation or equipment failure.
- ❖ Library staff is not familiar with all sites available on the internet and cannot fix problems with various sites or answer specific questions about the sites or their use.
- ❖ A computer printing charge (\$.10 per page for black and white and \$.25 per page for color) is assessed and must be paid by placing money on the patron's library card account.

The Junior League of Longview Learning iMac Lab

The Longview Public Library and Junior League of Longview are happy to provide Macintosh computers for area students to assist them in building skills useful in their future careers. The Junior League of Longview Learning Lab (iMAC LAB) is equipped with 23 Mac computers with specific design software in the Adobe Creative Suite 5.5. Premium for the Mac.

The Adobe Creative Suite 5.5 Premium for Mac includes:

- **Photoshop CS5 Extended:** Advanced digital imaging solution with all the editing and composition capabilities of Photoshop CS5 plus breakthrough tools that let you create and edit 3D and motion-based content
- **Illustrator CS5:** The essential vector tool, providing precision and power with sophisticated drawing tools and natural brushes
- **InDesign CS5.5:** Design professional layouts for print and digital publishing
- **Flash Catalyst CS5.5:** Transform graphics and images from Illustrator & Photoshop into high-quality interactive content for web pages and user interfaces
- **Flash Professional CS5.5:** Create web designs with interactive content, complete with high-quality video and animation
- **Dreamweaver CS5.5:** Design, develop, and maintain standards-based websites and applications
- **Fireworks CS5:** Design and rapidly prototype website, mobile, and application interfaces and to create and optimize graphics for the web with pixel perfect precision
- **Acrobat X Pro:** Advanced tools to convert files into PDFs, and more
- **Bridge CS5:** Powerful media manager that provides centralized access to all your creative assets
- **Device Central CS5.5:** Simplifies the production of innovative and compelling content for mobile phones & consumer electronic devices

Students who are unfamiliar with Mac computers are expected to be self-motivated enough to train themselves in use of these computers. Library staff will provide only the most basic information and assistance to students using the JLLLL.

- Preference for using the iMac Learning Lab will be given to patrons who are currently enrolled in high school, trade school, college, university or other institute of higher learning.
- Patrons must present a current student I.D. card along with their library card.
- Computers in the iMac Learning Lab may be used only for educational and/or career-related activities, not activities such as gaming or social media. A patron utilizing the computer inappropriately may lose access to ALL public computers at the Longview Public Library.
- Patrons agree to utilize the equipment and lab in accordance with the Library's Internet Use Policy.

WiFi Computer Use Rules

- ❖ The Library is a public place and used by people of all ages. Users are expected to use the library's wireless access in a courteous, reasonable and responsible manner. Wireless users are asked to use discretion in displaying text or graphics which may be offensive to others.
- ❖ The Library prohibits use of the Internet for any illegal purpose. No person may: send, receive, view, or download any illegal material; degrade or disrupt equipment or system performance;

vandalize the data of any other user; invade the privacy of individuals; violate federal, state, or local copyright laws or regulations.

- ❖ Activities which disrupt the Library or its network are prohibited.
- ❖ Printing is not directly accessible via the wireless connection. To print at the Library, work may be saved to a disk or be emailed to the patron's email account, then retrieved on one of the Library's public workstations and sent to the public printer. (Printing costs \$.10 per black-and-white page; \$.25 per color page.)
- ❖ When conveniently available the public may use electric outlets for personal computer equipment. Phone lines or hardwired network connections for networking of personal hardware are not available.
- ❖ Library Staff Members are not responsible for individuals' personal computer equipment, software malfunctions or lost data. WiFi users should be certain that their laptops and other devices are secure at all times and should never be left unattended in the Library, even for brief periods of time. Theft of such devices is not the responsibility of the Library.
- ❖ The Library strives to keep Wifi access points working, available, and functional for all. However, bandwidth and transmission speed may be affected due to number of wireless users' actively online, maintenance, upgrade, training or other reasons.
- ❖ As with most public wireless "hot spots," this wireless connection is not secure. Another wireless user can potentially intercept any information being transmitted. The Library recommends that you do not transmit personal information such as credit card numbers and other personal identification numbers, or other sensitive information while using any wireless "hot spot." WiFi users assume all risks and responsibilities to provide anti-virus software protection and appropriate security settings on their laptops.
- ❖ Library public computers are shutdown thirty minutes PRIOR to Library closing. WiFi users must comply with this same standard.
- ❖ Library staff is not able to provide technical assistance and no guarantee can be made that you will be able to make a wireless connection
- ❖ The Longview Public Library assumes no responsibility for the safety of equipment or for notebook/laptop computer configurations, security, or data files resulting from the connection to the library's wireless access.

Disclaimer: Use of the Longview Public Library's wireless network is entirely at the risk of the user. Library staff is not able to provide in-depth technical assistance and no guarantee can be made that you will be able to make a wireless connection. The Library disclaims all liability for loss of confidential information or damages resulting from that loss.

Failure to comply with these rules will result in loss of computer access.

Excerpt from the Texas State Penal Code

§ 43.22. Obscene Display or Distribution

(a) A person commits an offense if he intentionally or knowingly displays or distributes an obscene photograph, drawing, or similar visual representation or other obscene

material and is reckless about whether a person is present who will be offended or alarmed by the display or distribution.

(b) An offense under this section is a Class C misdemeanor.

Acts 1973, 63rd Leg., p. 883, ch. 399, § 1, eff. Jan. 1, 1974. Amended by Acts 1993, 73rd Leg., ch. 900, § 1.01, eff. Sept. 1, 1994.

§ 43.24. Sale, Distribution, or Display of Harmful Material to Minor

(a) For purposes of this section:

- (1) "Minor" means an individual younger than 18 years.
- (2) "Harmful material" means material whose dominant theme taken as a whole:
 - (A) appeals to the prurient interest of a minor, in sex, nudity, or excretion;
 - (B) is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
 - (C) is utterly without redeeming social value for minors.

(b) A person commits an offense if, knowing that the material is harmful:

- (1) and knowing the person is a minor, he sells, distributes, exhibits, or possesses for sale, distribution, or exhibition to a minor harmful material;
- (2) he displays harmful material and is reckless about whether a minor is present who will be offended or alarmed by the display; or
- (3) he hires, employs, or uses a minor to do or accomplish or assist in doing or accomplishing any of the acts prohibited in Subsection (b)(1) or (b)(2).

(c) It is a defense to prosecution under this section that:

- (1) the sale, distribution, or exhibition was by a person having scientific, educational, governmental, or other similar justification; or
- (2) the sale, distribution, or exhibition was to a minor who was accompanied by a consenting parent, guardian, or spouse.

(d) An offense under this section is a Class A misdemeanor unless it is committed under Subsection (b)(3) in which event it is a felony of the third degree.

Acts 1973, 63rd Leg., p. 883, ch. 399, § 1, eff. Jan. 1, 1974. Amended by Acts 1993, 73rd Leg., ch. 900, § 1.01, eff. Sept. 1, 1994.